UTS Screens

UTS Login Screen

All users of UTS must login to UTS by entering a valid **User ID** at the **Login** screen.

At this screen, the user must enter their **User ID**, which is most likely their social security number, (**SSN**), and **press Enter** or **click** the **Login** button. If the User ID is valid, the **UTS Password** screen appears.

User accounts are typically created in the UTS database by importing a personnel information file. If logging into UTS for the <u>first time</u>, users should enter their **SSN** at the **User ID** field. The **Password Information** screen will appear requiring the user to establish a **Logon** and **Secondary** password.

If the user account was manually created by the **System Administrator**, a User ID and Password was established for the user. The user must enter the **User ID** that was <u>created by the SA</u>. After the User ID is entered, the **UTS Password** screen appears requiring the user to enter the **password** that was <u>created by the SA</u>.

Note: After the initial login, the user should change the **Logon** and **Secondary Passwords** that were established by the System Administrator.

See Also

Logging Into UTS

UTS Password Screen

New Logon Password

New Secondary Password

Changing Passwords

Forgot My Password

UTS Request Status Screen

When a user logs into UTS in the **Traveler** view**,** the **UTS Request Status** screen appears. This screen is used to initiate all requests for travel actions and determine the status of these requests. In addition, this screen gives the user the ability to **view**, **modify**, **delete**, **print** or **release** most travel actions.

Along the top of this screen the user will see the **File**, **Profile**, **Set View**, **Tools** and **Help** menu selections. If the user clicks on any of these items, a drop down menu appears offering additional selections.

Just below the menu selections, the user will find several **icons** that can be used instead of clicking on a menu selection and choosing an option.

If the user positions the mouse pointer on any of these icons, a pop-up **tip** appears explaining the purpose of the particular icon.

The **middle** section of the UTS Request Status screen lists any transactions that are <u>pending follow-up action</u> by the **Traveler**, or **Proxy**, depending on which **view** the user is logged in with. By reviewing this section, the user can easily determine what travel authorizations, orders, or settlement claims have been entered and the status of each of these items.

The following functions can be performed from the UTS Request Status screen:

Travel Authorizations

Create Travel Authorizations

View Travel Authorizations

Modify Travel Authorizations

Delete Travel Authorizations

Release Travel Authorizations

Travel Orders

Create TDY Travel Order

Create MILPCS Travel Order

Travel Advances

Creating Travel Advances

Viewing Travel Advances

Modifying Travel Advances

Deleting Travel Advances

Releasing Travel Advances

Local 1164 Travel

Creating Local 1164 Claim

Viewing Local 1164 Claim

Modifying Local 1164 Claim

Deleting Local 1164 Claim

Releasing Local 1164 Claim

Travel Settlements

Creating Travel Settlements

Viewing Travel Settlements

Modifying Travel Settlements

Deleting Travel Settlements

Releasing Travel Settlements

Profiles

View or Modify Profile

Change View

Tools

Rates Look-Up

Display or Print Travel History

Terminating UTS

UTS Requests Requiring Action Screen

When a user logs into UTS in the **Authorizing Official** view**,** the **UTS Request Requiring Action** screen appears. This screen is used to **approve** travel requests that were initiated by the **Traveler** or **Proxy** and then released to the AO for approval. In addition, this screen gives the AO the ability to **view**, **modify**, or **return** travel requests.

Along the top of this screen the user will see the **File**, **Profile**, **Set View**, **Tools Forward** and **Help** menu selections. If the user clicks on any of these items, a drop down menu appears offering additional selections.

Just below the menu selections, the user will find several **icons** that can be used instead of clicking on a menu selection and choosing an option.

If the user positions the mouse pointer on any of these icons, a pop-up **tip** appears explaining the purpose of the particular icon.

The **middle** section of the **UTS Requests Requiring Action** screen lists any transactions that are pending approval by the **Authorizing Official**. By reviewing this section, the user can easily determine what travel authorizations, or settlement requests have been received and are requiring approval.

The following functions can be performed from the UTS Requests Requiring Action screen:

Travel Authorizations

View Travel Authorizations

Modify Travel Authorizations

Approving Travel Authorizations

Returning Travel Authorizations

Travel Orders

Select a Travel Order

Viewing Travel Orders

Modifying Travel orders

Deleting Travel Orders

Travel Settlements

Viewing Travel Settlements

Modifying Travel Settlements

Approving Travel Settlements

Returning Travel Settlements

Profiles

View or Modify Profile

Change View

Tools

Rates Look-Up

Display or Print Travel History

Accounting Maintenance

Terminating UTS

Forwarding Requests

Forward Requests to Another AO

Automatic Forwarding

Manual Forwarding

Select Travel Order Screen

Depending on how this screen is accessed, the Select Travel Order screen allows the user to perform the following actions:

- **Create** a **new** travel order

- **View**, **Modify**, or **Delete** an existing order

- **Select** an order for processing a request for **Advance** or **Settlement**

- **Display** or **Print** the **History** for a travel order

At this screen, any travel orders that have already been created for the traveler will be listed in the middle of the screen. The user can **select** the correct order, then **click** on a **function button** to perform the desired action. If necessary, the user can also **click** on the **Create New Order** button and create a new order.

The following links provide detailed instructions for performing the various functions that can be initiated after accessing the Select Travel Order screen:

Create TDY Travel Order

Create MILPCS Travel Order

View Travel Orders

Modify Travel Orders

Delete Travel Orders

Create Request for Advance

Create Request for Settlement

Display or Print Travel History

TDY Travel Request Screen

The TDY Travel Request screen is used to capture the data needed by the Authorizing Official (**AO**) to approve an authorization for TDY travel. The information collected on this screen

provides the AO with the requested trip dates, locations, mode of travel, funding appropriations, and anticipated expenditures.

Tip: Notice that the TDY Travel Request screen consists of (**3**) sections; **Top**, **Itinerary**, and **Reimbursable Exp**.

The following links will provide detailed instructions for completing each section of the TDY Travel Request screen:

Top Section

Itinerary

Reimbursable Expenses

MILPCS Travel Request Screen

The MILPCS Travel Request screen is used to capture the data needed by the Authorizing Official (**AO**) to approve an authorization for Military PCS travel. The information collected on this screen provides the AO with the requested travel dates, locations, mode of travel, funding appropriations, dependent information, and anticipated expenditures.

Tip: Notice that the MILPCS Travel Request screen consists of (**4**) sections; **Top**, **Dependents**, **Itinerary**, and **Reimbursable Exp**.

The following links will provide detailed instructions for completing each section of the MILPCS Travel Request screen:

Top Section

Dependents

Itinerary

Reimbursable Expenses

Request Accounting Screen

The Request Accounting screen is used to **enter** an accounting appropriation for the request and **add** remarks that pertain to the accounting appropriation.

Tip: This screen is separated into three input boxes.

- **Possible Valid Accounting Lines** - This box is located at the **top** of the screen. This section is not in use currently.

- **Current Request Accounting Lines** - This box is located in the **middle** of this screen. This box is used to manually enter an accounting appropriation.

- **Remarks** - This box is located at the **bottom** of the screen. This area is used to capture remarks pertaining to the accounting appropriations selected or created.

The following links provide detailed instructions for completing each section of the Request Accounting screen:

Entering an Accounting Appropriation

Adding Accounting Remarks

Profile Screen

A **Personal Profile** is a user account that is created for every individual, who will use UTS, and every traveler, who's claim is processed through UTS. The **Profile** screen is used to store **personal**, **financial** and **security** information, establish **privileges**, and designate the **Authorizing Official** and **Signature Proxy**.

The following links will provide detailed instructions for completing each section of the Profile screen:

Personal Information

Home Address

Work Address

Financial Information

Security Information

Local Travel -1164 Screen

The Local Travel - 1164 screen is used to enter the information needed to file a settlement claim for the performance of temporary duty **within** the defined **local travel area** of the traveler's official duty station.

The following links will provide detailed instructions for completing each section of the Local Travel - 1164 screen:

Creating Local 1164 Claim

Entering Local 1164 Claim

Inserting Expense

Deleting Expense

Entering Accounting

Entering Remarks

Canceling Local 1164 Claim

Saving Local 1164 Claim

Releasing Local 1164 Claim

Printing Local 1164 Claim

Deleting Local 1164 Claim

Viewing Local 1164 Claim

Modifying Local 1164 Claim

Request for Advance Screen

The **Request for Advance** screen is used to enter the data necessary for processing an advance payment of TDY or MILPCS travel funds. An approved **Travel Authorization** or **Travel Order** must be selected in order to access this screen.

The following links provide detailed instructions for completing the Request for Advance screen:

Creating Request for Advance

Entering Request for Advance

Entering Accounting

Entering Remarks

Remarks Screen

When creating a travel **authorization**, **order**, **advance**, or **settlement**, it may be necessary or beneficial to add some remarks to the travel action. This can be accomplished by clicking on the **Remarks** button to access the Remarks screen.

The following link provides detailed instructions for completing the Remarks screen:

Entering Remarks

Request for Settlement Screen

The **Request for Settlement** screen is used to enter the data necessary for processing a settlement claim for a completed **TDY** or **MILPCS** trip. An approved **Travel Authorization** or **Travel Order** must be selected in order to access this screen.

The following links provide detailed instructions for completing the Request for Settlement screen:

Creating Request for Settlement

Request for Settlement Entitlement Data

Request for Settlement Itinerary

Reason for Stop

Method of Reimbursement

Request for Settlement Reimb. Expenses

Entering Accounting

Entering Remarks

Exceptions

Occasional Expenses

Deleting Request for Settlement

Canceling Request for Settlement

Releasing Request for Settlement

Printing Request for Settlement

Saving Request for Settlement

Viewing Request for Settlement

Modifying Request for Settlement

Trip Screen

The **Trip** screen is used to capture the specific details regarding a completed TDY or MILPCS trip. At this screen, the user must **complete** an **itinerary** and **enter** all of the claimed **expenses**.

Tip: Notice that there are (**3**) sections to the **Trip** screen; **Top**, **Itinerary**, and **Reimbursable Expenses**. In addition, there are special buttons to access the **Exceptions** and **Occasional Expenses** screens.

The following links provide detailed instructions for completing the Trips screen:

Top Section

Itinerary

Reason for Stop

Method of Reimbursement

Reimbursable. Expenses

Exceptions

Occasional Expenses

Exceptions Screen

After completing a settlement itinerary, it may be necessary to access the **Exceptions** screen to make **adjustments** to the default values for the **lodging costs** and **meal types**. Or, if Actual Expense (**AE**) was selected for the reimbursement method, then it is <u>necessary</u> to access the Exceptions screen to enter the daily **amounts** for **meals** and **incidental expenses**.

The following link provides detailed instructions for completing the Exceptions screen:

Entering Exceptions

Occasional Expenses Screen

For certain types of travel situations, **per diem** is <u>not</u> payable. If a traveler is required to use personal funds to purchase **meals** or **lodging**, however, these expenses are considered to be **Occasional Expenses**. Reimbursement for the purchase of occasional expenses typically occur under one of the following circumstances:

- **Round Trip** performed in **12 Hours or Less**

- Duty <u>on board</u> **Government Ship**

- **Field** conditions

If one these situations apply, the **Occasional Expenses** screen is used to capture the expenses for lodging and meals purchased by the traveler with personal funds.

The following link provides detailed instructions for completing the Occasional Expenses screen:

Entering Occasional Expenses

MILPCS Travel Order Screen

The **MILPCS Travel Order** screen is used to establish the following details:

- **Travel Order Number**
- **Type of PCS Travel**
- **Locations of the Old and New PDS**
- **Agency Funding the Travel**
- **Purpose of the Travel**
- **Detach and Reporting Dates**
- **Order Issue Date**
- **Group Travel Rules**
- **Special Authorizations**
- **Accounting Appropriation**
- **Dependent Information**

This screen must be completed before a **Request for MILPCS Advance** or **Settlement** can be entered.

Note: Information coming from an approved <u>hard-copy</u> PCS travel order, that was generated outside of UTS, must be manually entered into this screen by the user. UTS automatically populates this screen, however, for **travel authorizations** that were <u>created by UTS</u> and were <u>approved by an **AO**</u>.

The following links provide detailed instructions for completing the MILPCS Travel Order screen:

MILPCS Order - Top Section

MILPCS Order - Are These Authorized

MILPCS Order - Dependents

Entering Accounting

Entering Remarks

Canceling Travel Orders

Saving Travel Orders

Deleting Travel Orders

Printing Travel Orders

Viewing Travel Orders

Modifying Travel Orders

Select Traveler Screen

The **Select Traveler** screen appears whenever an individual is logged into UTS in the **Proxy** View, and **creates** one of the following travel actions on behalf of another person:

- **Request for TDY Travel Authorization**
- **Request for Military PCS Travel Authorization**
- **Local 1164 Claim**
- **TDY Travel Order Previously Approved**
- **Military PCS Travel Order Previously Approved**

Note: The Proxy and the personnel listed on this screen are both assigned to a **unit** sharing the same **OPFAC number**.

The purpose of this screen is to allow the **Proxy** to select the individual that the travel action is being created for. When this screen appears the Proxy should **point** and **click** on the **desired name**, then **click** on the appropriate **action button** at the bottom of the screen.

Tip: The action button available will depend on which **create** option was selected.

Select Traveler and Travel Order Screen

The **Select Traveler and Travel Order** screen appears when the user's **view**is set as a **Proxy** and a Request for **Advance** or **Settlement** is created on the behalf of another person. This screen is used to select the specific traveler and travel order that will be used for the transaction.

The table at the top of this screen lists all of the **traveler's** the Proxy may process transactions for. **Point** and **click** on the desired name, and the table at the bottom will list all travel **orders** exiting in the database for the selected traveler.

Point and **click** on the desired **order**, then **click** on the appropriate **action button** at the bottom of the screen.

Note: The action button available will depend on which **create** option was selected.

See Also

Creating TDY Travel Orders

Creating MILPCS Travel Orders

Creating Request for Advance

Creating Request for Settlement

City & County Screen

The **City & County** screen appears when clicking on the **Tools** menu from the UTS Main Menu screen and selecting the **CONUS/OCONUS City Rates** option. This screen also appears when completing an **itinerary** and accessing the **Location** field, or clicking on the **Choose City** button.

When this screen is displayed, the user must first select a **state** or **county** by entering the **first two letters** of the state or country name and the **pointing** and **clicking** on the desired choice from the listing.

After selecting a state or country, the user must also use the same procedure to select a **city** name.

See Also

Rates Look-Up

UTS City Rate Lookup Screen

UTS City Rate Lookup Screen

This screen lists the **per diem rates**, by **effective date**, for the <u>city</u> selected. If you wish to look the rates up for another city, **click** the **Chose City** button.

The following links provide detailed instructions for looking up City Rates:

Rates Look-Up

City & County Screen

History Screen

The **History** screen is used to provide historical information for **research** and **inquiry** purposes. By accessing this screen the user can view **travel order information** and **travel settlement information**. In addition, the user can also generate a **print-out** of the historical record for a single order or all of the existing orders.

At this screen, the user has the following options:

- **Previous Order** - If more than one travel order has been selected, **click** on this button to **return** to the previously displayed order.

- **Next Order** - If <u>more than one</u> travel order has been selected, **click** on this button to **advance** to the <u>next available</u> order.

- **More Order Data** - **Click** on this button to **display** the <u>TDY</u> or <u>MILPCS</u> **Travel Order screen**.

- **Print** - **Click** on this button to <u>generate</u> a **print-out** of the history record.

- **View Request** - **Click** on this button to <u>display</u> the **Local Travel - 1164** screen or the **Request for Advance** or **Settlement** screen.

- **Return** - Clicking on this button returns the user to the **Select Travel Order** screen. The user may then <u>select</u> another travel order and <u>display</u> or <u>print</u> the history, or <u>go back</u> to the **UTS Request Status** screen.

See Also

Travel History

Authorizing Official Reassignment Screen

When user accounts are created in UTS, a default Authorizing Official (**AO**) is established for the purpose of approving travel **authorizations**, **advances** and **settlements**. If a particular AO will be unavailable to approve the requested action, however, a **substitute** AO can be assigned. This is accomplished by accessing the UTS Maintenance Module and displaying the **Authorizing Official Reassignment Screen**.

At this screen, the user must **select** the **AO**, who will have their pending travel actions reassigned to **another** AO.

> **The following link provides detailed instructions for reassigning an AO:**

Reassigning Authorizing Official

Reassign Requests Screen

The **Reassign Requests** screen is the next screen to appear after having selected an **AO** at the **Authorizing Official Reassignment** screen and clicking the **Reassign Requests** button.

At this screen, the travel requests pending approval by the AO selected at the Authorizing Official Reassignment screen are displayed. The user must **select** the desired travel **request** and then **click** on the appropriate **action button** at the bottom of the screen.

> **The following link provides detailed instructions for reassigning requests:**

Reassigning Authorizing Official

Forward Claims to Selected AO Screen

After selecting a travel request, at the **Reassign Requests** screen the **Forward Claims to Selected AO** screen appears when the **Forward to Another AO** button is **clicked.**

At this screen the user must select the AO, who will **receive** the reassigned transaction.

The following link provides detailed instructions for forwarding claims to another AO:

Reassigning Authorizing Official

Replacement AO Screen

The **Replacement AO** screen appears after clicking on the **Replace as Default AO** button at the **Reassign Requests** screen.

At this screen the user must select the AO who will **replace** the **original** default AO. After selecting a new AO and clicking the **Replace as Default AO** button, this <u>new</u> AO becomes the <u>default</u> AO for all travelers, who previously had the **replaced** AO selected as their default AO.

The following link provides detailed instructions for replacing a default AO:

Reassigning Authorizing Official

UTS Maintenance Screen

The **UTS Maintenance** screen is the **main menu** screen for the UTS Maintenance Module. From this screen the **System Administrator** can perform the following actions:

- Create the IATS Interface File

- Maintain User Accounts

- Maintain City Names and Rates

- Reassign Authorizing Officials

- Maintain Accounting

- Maintain Ships Table

- Maintain Miscellaneous Parameters

- Maintain Units

- Maintain Reimbursable Expense Table

- Import Personnel Data

- Import Accounting Data

The following links provide detailed instructions for performing the various functions available from the Maintenance Module:

Exporting Claims

Maintaining User Accounts

Maintaining City Names and Rates

Reassigning Authorizing Officials

Maintaining Accounting

Maintain Ships Table

Maintain Miscellaneous Parameters

Maintaining Units

Importing Unit Data

Importing Reimbursable Exp. Descriptions

Importing Personnel Data

Import Accounting Data

Importing Object Codes

Importing RAN Codes

UTS Export Claims Screen

The **UTS Export Claims** screen is used to perform the following actions:

- Specify the **type of claims** to export

- Specify the **location** where the **UTS Export File** will reside

- Specify the **location** where the **IATS Reply File** will reside

- Create the **UTS Export File**

Once the correct configuration information is entered, the user can click the **Start Export** button to create the export file.

The following link provides detailed instructions for completing the UTS Export Claims screen:

Exporting Claims

Unit Maintenance Screen

All organizations, having Coast Guard members or employees **assigned**, have been given a **Unit Number**. In addition, any organization that **funds** official travel for members or employees of the Coast Guard has also been assigned an **Unit Number**.

Unit information is stored in the **UTS Maintenance Module** and can be **added**, **modified**, or **deleted** by accessing the UTS Maintenance Module and clicking on the **Add/Modify Units** button. After clicking this button, the **Unit Maintenance** screen appears.

Use this screen to **add**, **modify**, or **delete** unit information.

The following link provides detailed instructions for maintaining the Unit Table:

Maintaining Unit Table

UTS Rates/Cities Update Screen

CONUS and OCONUS locality **City Names** and **Per Diem Rates** are stored in the **UTS Maintenance Module**. The maintenance tables storing these names and rates must be continually updated to ensure that travel claims are accurately processed. This is accomplished by accessing the UTS Maintenance Module and displaying the **UTS Rates/Cities Update Screen**.

The following links provide detailed instructions for looking up locality per diem rates and updating the UTS Rates/Cities tables:

Rates Look-Up

City & County Screen

Maintaining Cities and City Rates

Select Authorizing Official Screen

All requests for **Travel Authorizations**, **Advances**, and **Settlements** <u>must</u> be forwarded to a designated Authorizing Official for approval. After completing a travel action and the **Send to AO** button has been selected, the **Select Authorizing Official** screen appears for the purpose of <u>designating the desired</u> **AO**.

At this screen, users may also <u>select a different site</u> and display a <u>new listing</u> of Authorizing Officials.

The following link provides detailed instructions for completing the Select Authorizing Official screen:

Releasing Travel Authorizations

Releasing Advances

Releasing Settlements

Accounting Maintenance - Units Screen

Accounting appropriations are stored in the **UTS Accounting Maintenance Module** by **Unit Numbers**. When attempting to add, modify, or delete accounting appropriations, the user must <u>first</u> **select a specific unit**. This is accomplished by accessing the UTS Maintenance Module and displaying the **Accounting Maintenance - Units Screen**.

The following link provides detailed instructions for selecting a unit and maintaining the accounting appropriations:

Maintaining Accounting

Accounting Maintenance - Lines Screen

Accounting appropriations are stored in the **UTS Accounting Maintenance Module** by **Unit Numbers**. Users with **System Administrator** privileges have the ability to access the Accounting Maintenance module and **add**, **modify**, or **delete** appropriations for any unit listed in the **Unit Table**.

When creating travel authorizations, orders, advances, or settlements, only the appropriations existing in this module may be used. If a user adds an accounting appropriation to a travel request that is not stored in the **Accounting Lines** table for the specified **Unit**, the request <u>cannot</u> be released to the AO.

This screen is used to **add**, **modify**, or **delete** accounting appropriations for the selected unit.

The following link provides detailed instructions for selecting a unit and maintaining the accounting appropriations:

Maintaining Accounting

Import Ships Screen

The UTS database includes a table that contains ships belonging to the US Coast Guard. The information stored in this table is used to identify the traveler's assigned vessel. This table is **populated** and **updated** by **importing** a file that contains the ship information.

To automatically update the **Ships List**, access the UTS Maintenance Module and click the **Update Ships List** button. The **Import Ships** screen appears.

Use this screen to enter the **filename** and **path**, or **search** for the file containing the ships information. Once the filename and path is entered, the user can click the **Start Import** button to begin the import process.

> **The following link provides detailed instructions for importing the Ships file:**

Maintaining Ships Table

Import Units Screen

All organizations, having Coast Guard members or employees **assigned**, have been given a **Unit Number**. In addition, any organization that **funds** official travel for members or employees of the Coast Guard has also been assigned an **Unit Number**.

Unit information is stored in the **Unit Table** which resides in the **UTS Maintenance Module**. This table can be populated and updated by importing the data from a file that is generated periodically by PMIS-JUMPS.

To automatically update the **Unit Table** by processing an interface file, access the UTS Maintenance Module and click the **Import - Update** button. The **Import Units from File** screen appears.

Use this screen to enter the unit **filename** and **path**, or **search** for the unit file. Once the filename and path is entered, the user can click the **Start Import** button to begin the import process.

The following link provides detailed instructions for importing the Unit Data File:

Importing Unit Data File

Import Reimbursable Description Screen

Reimbursable Expense Descriptions are stored in the **Reimbursable Expense Table** which resides in the **UTS Maintenance Module**. This table can be populated and updated by <u>importing</u> the data from a file that is generated by **IATS**.

To automatically update the **Reimbursable Expense Table** by processing an interface file, access the UTS Maintenance Module and **click** the **Import Reimbursable Desc**. button. The **Import Reimbursable Descriptions from IATS** screen appears.

Use this screen to enter the **filename** and **path**, or **search** for the file containing the reimbursable expense descriptions. Once the filename and path is entered, the user can click the **Start Import** button to begin the import process.

The following link provides detailed instructions for importing the Reimbursable Expenses Description File:

Importing Reimbursable Expense Descriptions

Import Personnel Screen

User accounts in the UTS database are automatically added and updated by importing a file containing personnel information.

To automatically update the **Personnel Data**, access the UTS Maintenance Module and click the **Import/Update Personnel** button. The **Import Personnel** screen appears.

Use this screen to enter the **filename** and **path**, or **search** for the file containing the personnel information. Once the filename and path is entered, the user can **click** the **Start Import** button to begin the import process.

The following link provides detailed instructions for importing the Personnel file:

Importing Personnel Data File

Help Topics Screen

A Help System has been included with the UTS program that provides explanations for the numerous program features. In addition, users will find detailed instructions that will guide them through the various functions involved in processing travel claims.

The UTS **Help Topics** screen is displayed when a user **clicks** on the **Help** menu at the top of any UTS screen, then selects the **Contents**, or **Index** option.

At this screen the user can display help topics by using the **Contents**, **Index**, or **Find** options. Help topics may also be **printed** from this screen if desired.

The following links provide detailed instructions for using the Help Topics screen:

Contents

Index

Find

Security Information Screen

The Security Information screen is used to capture the information needed to grant **access** and **privileges** to UTS users. In addition, this screen is used to establish the user's default **Authorizing Official** and to designate a **Signature Proxy**.

The following links provide detailed instructions for completing the Security Information screen:

Creating Profiles

Privileges

Logon Password

Secondary Password

Authentication Information

Additional Information

Financial Information Screen

The Financial Information screen is used to establish whether the traveler possesses a Government issued Charge Card.

The Financial Information screen can be accessed by users in the **System Administrator**, or **Traveler** View modes. To access this screen, the user must first access the **Personal Profile** screen and then **click** the **Financial** button. The following screen will appear:

At this screen, the user can select or change the existing **Credit Card Status**.

The following link provides detailed instructions for completing the Credit Card Information section:

Credit Card Information

Forward Requests Screen

If an AO knows that he/she will be **unavailable** to process travel requests during a certain period, UTS provides a feature that allows the AO to **forward** requests to **another** AO.

The **Forward Requests** screen is used to **select** <u>which AO</u> the selected request will be forwarded to.

The following links provide detailed instructions for Forwarding Requests to another AO:

Forwarding Requests

Automatic Forwarding

Manual Forwarding

TDY Travel Order Screen

The **TDY Travel Order** screen is used to establish the following details:

- **Travel Order Number**
- **Type of Travel Order**
- **Purpose of the Trip**
- **Funding Organization**
- **Period Covered**
- **Order Issue Date**
- **Authorized Mode of Transportation**
- **Special Authorizations**
- **Accounting Appropriation**
- **Special Remarks**

This screen must be completed before a **Request for TDY Advance** or **Settlement** can be entered.

Note: Information coming from a pre-existing <u>hard-copy</u> TDY travel order, that was generated outside of UTS, must be manually entered into this screen by the user. UTS automatically populates this screen, however, for **travel authorizations** that were <u>created by UTS</u> and were <u>approved by an **AO**</u>.

The following link provides detailed instructions for completing the TDY Travel Order screen:

Completing the TDY Travel Order screen

Import Object Codes from File Screen

Object Classification codes are stored in the **Object Codes Table** which resides in the **UTS Maintenance Module**. This table can be populated and updated by <u>importing</u> the data from a file that is generated periodically by FINCEN.

To automatically update the **Object Codes Table** by processing an interface file, access the UTS Maintenance Module and **click** the **Import/Update Object Codes** button. The **Import Object Codes from File** screen appears.

Use this screen to enter the **filename** and **path**, or **search** for the file containing the Object codes. Once the filename and path is entered, the user can click the **Start Import** button to begin the import process.

The following link provides detailed instructions for importing the Object Codes File:

Importing Object Codes

Import RAN from File Screen

Reimbursable Agreement Number (**RAN**) codes are stored in the **RAN Codes Table** which resides in the **UTS Maintenance Module**. This table can be populated and updated by <u>importing</u> the data from a file that is generated periodically by FINCEN.

To automatically update the **RAN Codes Table** by processing an interface file, access the UTS Maintenance Module and **click** the **Import RAN Codes** button. The **Import RAN from File** screen appears.

Use this screen to enter the **filename** and **path**, or **search** for the file containing the RAN codes. Once the filename and path is entered, the user can click the **Start Import** button to begin the import process.

The following link provides detailed instructions for importing the RAN Codes File:

Importing RAN Codes

Import Accounting File Screen

Accounting Strings are stored in the **Accounting Table** which resides in the **UTS Maintenance Module**. This table can be populated and updated by importing the data from a file that is generated periodically by FINCEN.

To automatically update the **Accounting Table** by processing an interface file, access the UTS Maintenance Module and **click** the **Import/Update Accounting** button. The **Import Accounting File** screen appears.

Use this screen to enter the **filename** and **path**, or **search** for the file containing the Accounting Strings. Once the filename and path is entered, the user can click the **Start Import** button to begin the import process.

The following link provides detailed instructions for importing the Accounting Strings File:

Importing Accounting Strings

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